

State of Delaware



The Official Website for the First State

**Executive Order 52
Under Threshold Spend
Program**

Vendor Policy Instructions

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A. Under Threshold Spend Program Policy

Purpose

The Office of Minority and Women Owned Business Enterprises is charged with fostering continued economic development and growth for minority and women owned businesses in the state.

In an effort to ensure that minority and women owned businesses take advantage of the services and technical assistance offered by the state, the office works with other state agencies and organizations to develop a favorable climate for minority entrepreneurship.

The Office of Minority and Women Owned Business Enterprises has partnered with two state agencies, The Office of Management and Budget and the Delaware Economic Development Office to enter into a program for under threshold procurement opportunities.

This program will allow the Office of Minority and Women Owned Business Enterprise more fully fulfill the following charges:

- Encourage and promote the participation of minority and women business enterprises in the state procurement process;
- Make recommendations to the Governor, the General Assembly and all state departments and agencies regarding ways to improve programs and activities that are intended to encourage and promote the participation of minority and women business enterprises in the state procurement process;
- Review, on a continuing basis, all state policies, plans, programs and activities intended to encourage and promote the participation of minority and women business enterprises in the state procurement process which are conducted or assisted, in whole or in part, by state departments and agencies; determine whether such polices, programs, plans and activities effectively encourage and promote the participation of minority and women business enterprises in the state procurement process;
- Serve as a central state clearinghouse for information and data regarding the current numbers of minority and women business enterprises who have participated in the state procurement process.

Implementation and Overview

The Office of Management and Budget and the Delaware Economic Development Office have agreed to list all procurement opportunities for under threshold spend on the Office of Minority and Women Owned Business Enterprise database.

This database will be maintained on the Office of Minority and Women Owned Business Enterprise website located at: <http://www.state.de.us/omwbe> using the Quote Announcements link located on that page.

Under threshold spend is defined as spend between \$1,000 and \$24,999 for commodities and between \$1,000 and \$49,999 for professional services.

Procurement agents will list these opportunities with sufficient specificity to enable any vendor visiting the website to provide a written quote and to be considered for the procurement of the item/service by using the online system provided.

The request for quote that will be placed on the website shall be listed for not less than 3 days to enable vendors an opportunity to provide the written quote. Should the award be established in advance of the 3 days required, it will need justification in the system to process.

This database is maintained for under threshold spend only and is not required for use below threshold limits. This program does not impact the contracting process for over threshold spend. It does not require that only minority and women owned vendors be permitted to provide quotes nor does it provide preferential evaluations of quotes for those classified businesses. All vendors will be afforded the same opportunities.

B. System Procedures for the Vendor

System Access From The Web

Use the following link to access the system and view the active or awarded quote list based on information entered in by the agencies.

Office of Minority and Women Business Enterprise (OMWBE) Home Page:

<http://www.state.de.us/omwbe>

Link on OMWBE home page to click on:
[Quote Announcements](#)

State of Delaware - Office of Minority and Women Business Enterprise Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://www2.state.de.us/omwbe/default.shtml> Go Links

Delaware It's good being first. THE FIRST STATE

State of Delaware The Official Website for the First State

Visit the Governor | General Assembly | Courts | Other Elected Officials | Federal, State & Local Sites

State Directory | Help | Search This Site Your Search... GO

Citizen Services | Business Services | Visitor Info.

Office of Minority and Women Business Enterprise

HOME
About Agency
FAQs
Employment
Calendar of Events
Related Links
Contact Information

SERVICES
Recertification
Certification Directory
Certification Directory
Sign Up
Council Members
[Quote Announcements](#)

INFORMATION
Executive Order #52
Doing Business in Delaware
Certification
OMB/DFM Bid Announcements
Quote Announcements
User Guide

Office of Minority and Women Business Enterprise
"To increase the opportunity for minority and women owned firms to sell their products and services to the State of Delaware."

Please [CLICK HERE](#) check out the latest events offered.

One of the primary responsibilities of the Office of Minority and Women Business Enterprise (MWBE) in the Office of Management and Budget is the fostering of continued economic development and growth for minority and women owned businesses in the state.

In an effort to ensure that minority and women owned businesses take advantage of the services and technical assistance offered by the state, the office works with other state agencies and organizations to develop a favorable climate for minority entrepreneurship. Sponored activities range from training workshops for agencies, regional workshops for minority and women owned businesses and orientation sessions for newly certified minority and women owned business enterprises.

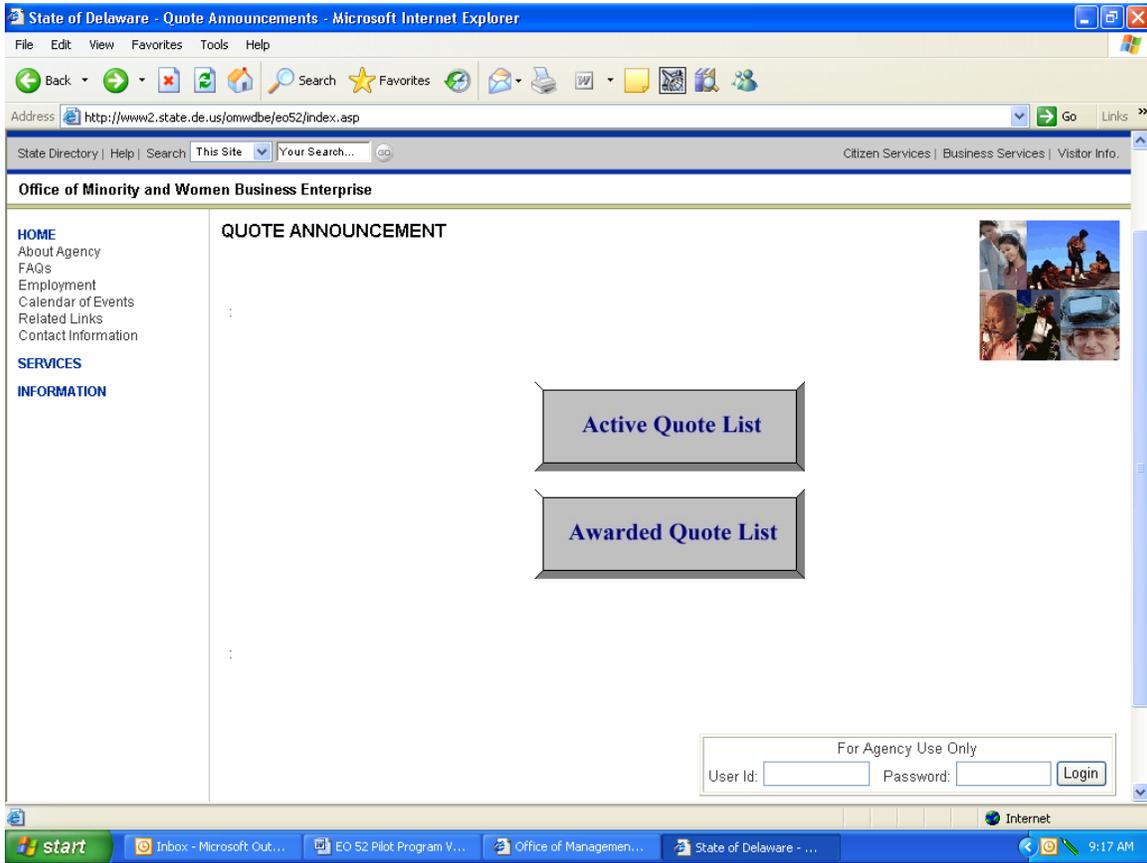
Established in November 2001, the Office of Minority and Women Business Enterprise is a part of the Office of Management and Budget, located in the Haslet Armory, 122 William Penn Street, Dover DE 19901.

Our focus:

start | Inbox - Microsoft Out... | EO 52 Pilot Program V... | Office of Managemen... | State of Delaware - ... | Internet | 9:10 AM

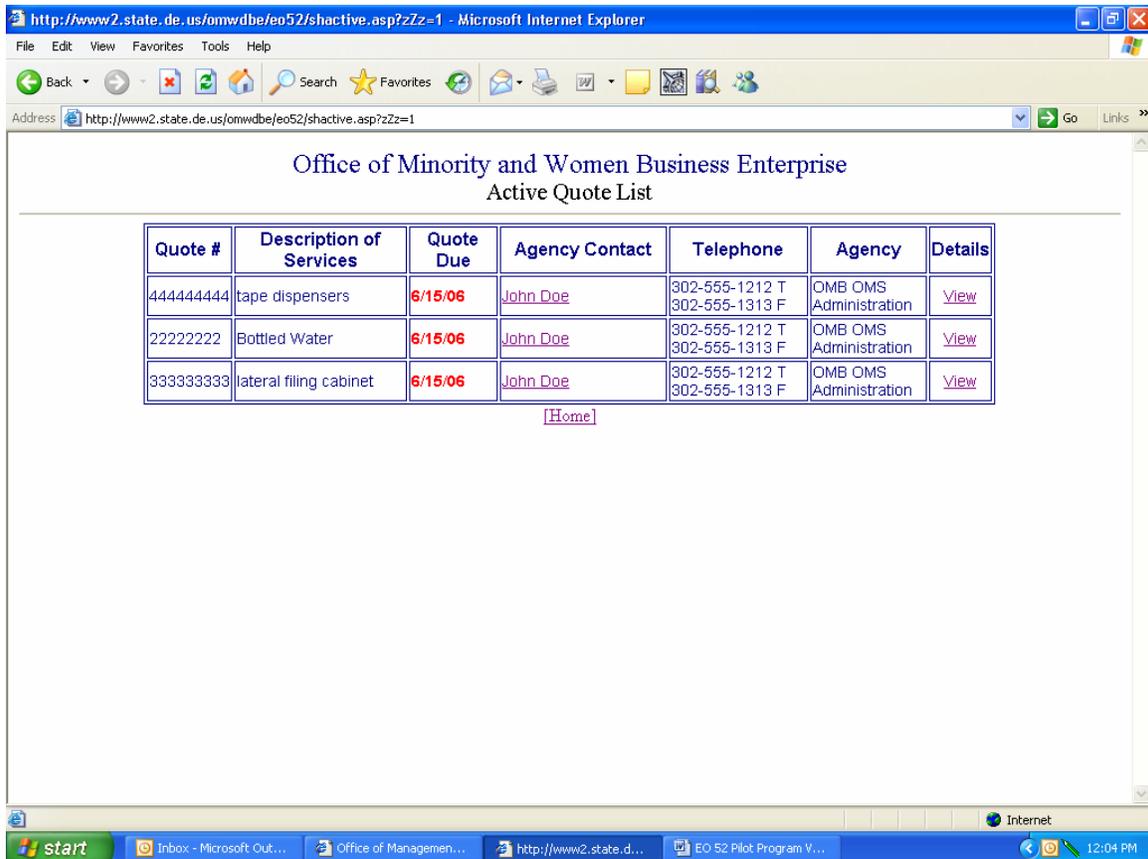
Vendor System Options

The Quote Announcements link will display a “Quote Announcements” web page, whereby the public (vendor) can access two lists, the “Active Quote List” and the “Awarded Quote List”. At the bottom of this web page is a login box “For Agency Use Only” where only the agency can log into the system to enter information that is viewed by the vendor on the lists.



Active Quote List

This option displays a list of quotes needed for services/commodities that have not been awarded and therefore considered active, with a posting minimum of 3 days. This list is sorted by agency and includes such information as Quote #, Description of Services, Quote Due date (date becomes red when current date is close to the due date), Agency Contact and Telephone, Agency/division name and Details. The View link under the Details heading will allow access to additional links related to the active quote (see next page).



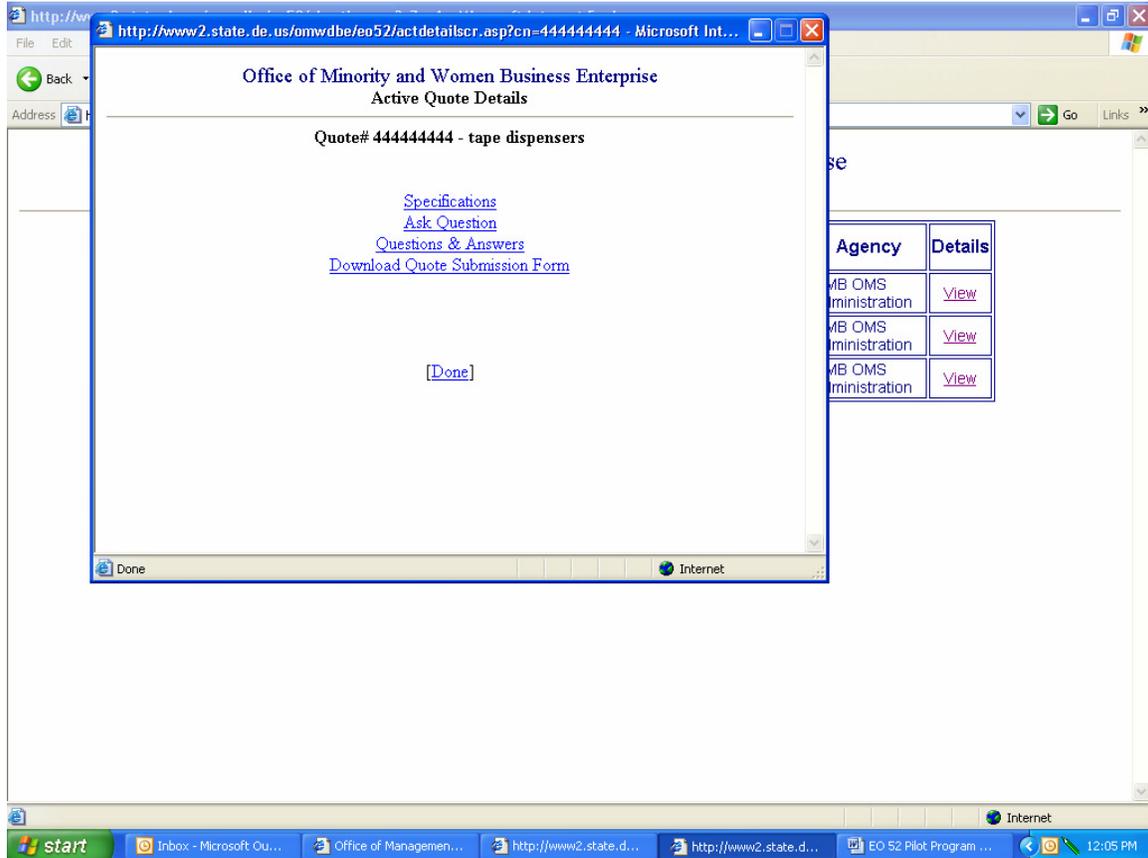
The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Active Quote List' page. The page title is 'Office of Minority and Women Business Enterprise Active Quote List'. The table below contains the following data:

Quote #	Description of Services	Quote Due	Agency Contact	Telephone	Agency	Details
44444444	tape dispensers	6/15/06	John Doe	302-555-1212 T 302-555-1313 F	OMB OMS Administration	View
22222222	Bottled Water	6/15/06	John Doe	302-555-1212 T 302-555-1313 F	OMB OMS Administration	View
33333333	lateral filing cabinet	6/15/06	John Doe	302-555-1212 T 302-555-1313 F	OMB OMS Administration	View

Below the table is a [Home](#) link.

Active Quote List - View Details link

This will display additional links related to the active quote such as Specifications, Ask Questions, Question & Answers and Download Quote Submission Form. The Quote # and description of the service will be displayed on this page as well.



Specifications - View specific details about the service/commodity that is needed for the quote.

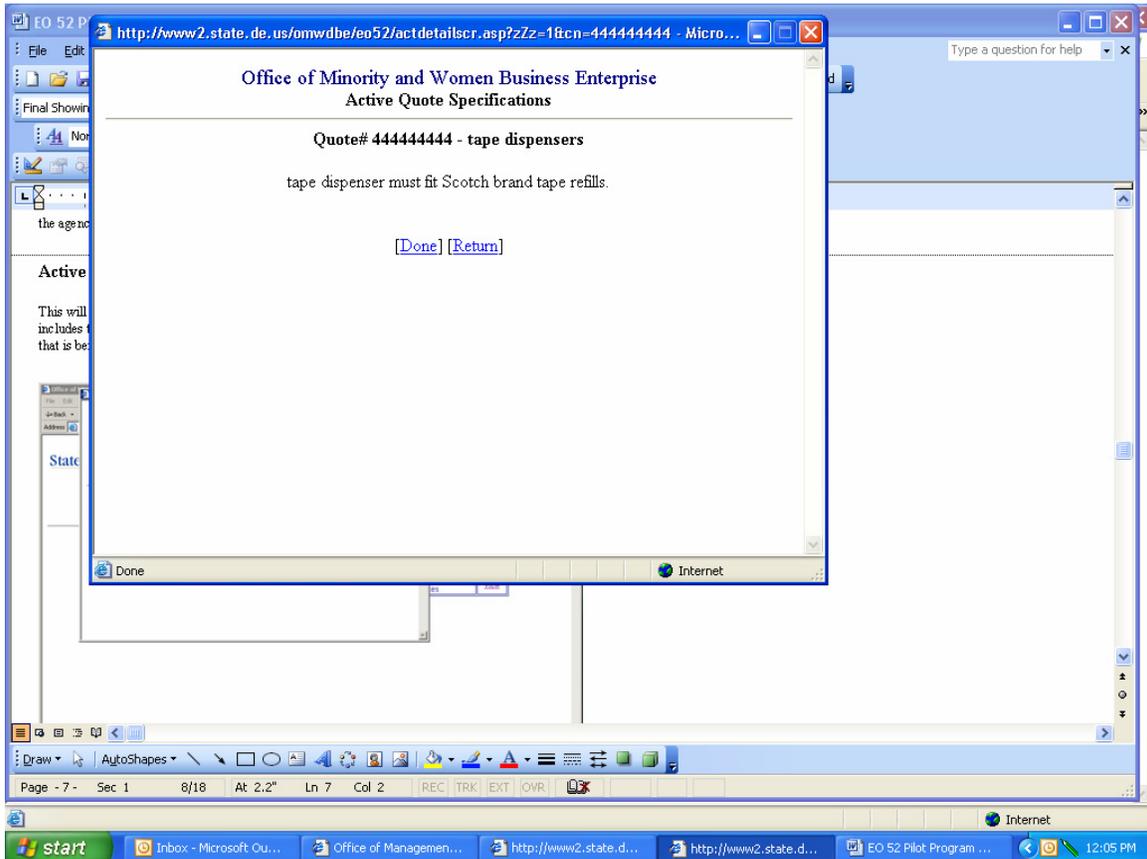
Ask Question – Enterable email screen appears with subject line: “Question about quote number NN-NNNNXX”, including the selected quote #. This allows the question to be sent to agency contact.

Questions & Answers – Displays a list of questions and answers that were asked about the quote selected. It also displays the quote #, description of service, date/time of posting and allows access to email a question to the contact. See next page for details.

Download Quote Submission Form – Displays an enterable form with necessary information to submit a quote. This form can be saved, printed and sent via mail, email attachment or faxed to the agency contact.

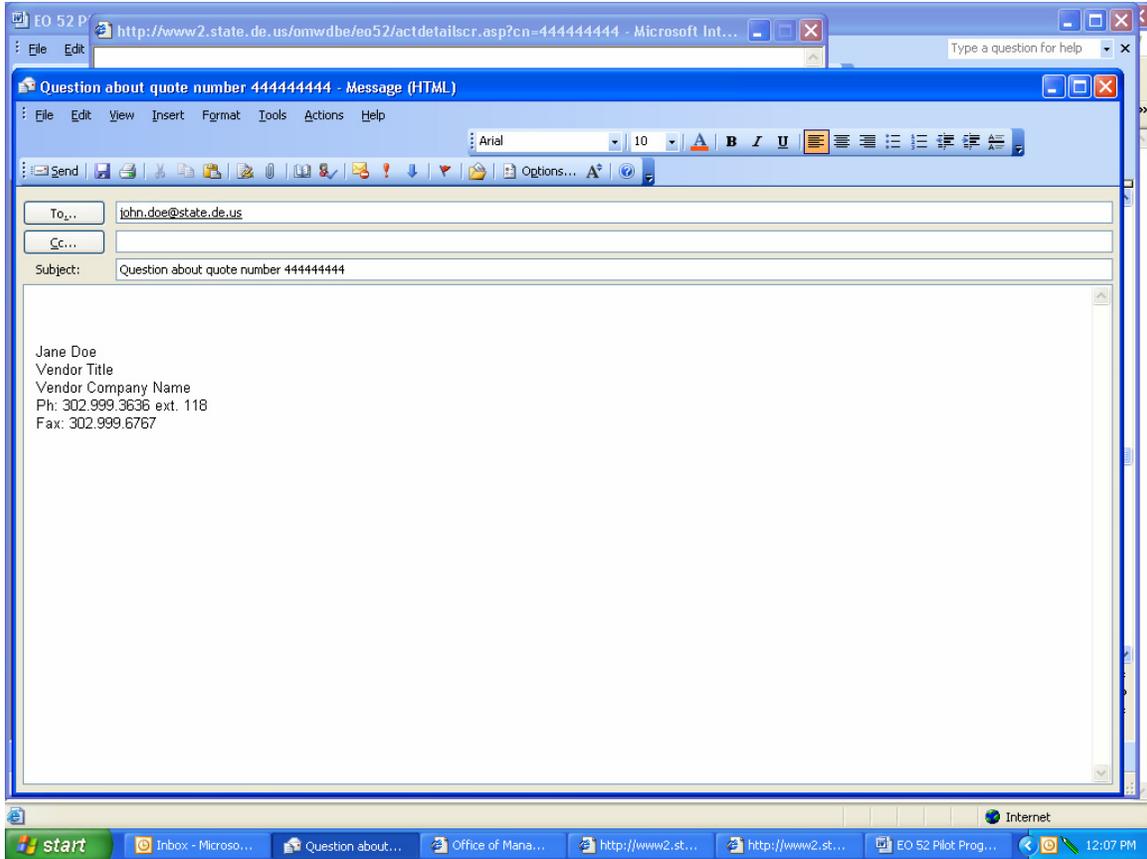
Active Quote List – Specifications link

This will display specific details about the service/commodity that is needed for the quote. It includes the quote #, the description of the service and more detailed information about the quote that is being requested.



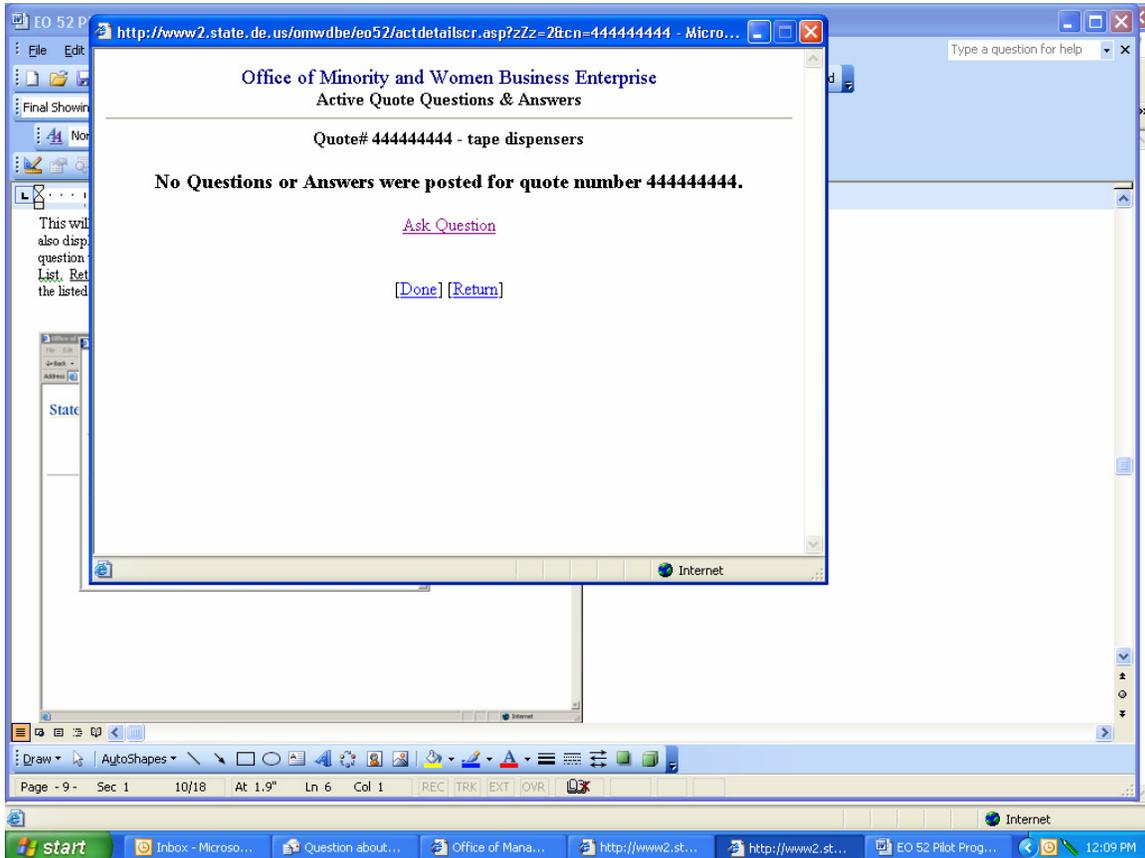
Active Quote List – Ask Question link

This will display an e-mail with the quote # in the subject line. The e-mail will be sent to the contact person who posted the request for a quote.



Active Quote List – Questions and Answers link

This will display a list of questions and answers that were submitted about the quote selected. It also displays the quote #, description of service, date/time of posting and allows access to email a question to the contact. Done will close the screen and focus will be back on the Active Quote List. Return will close the screen and focus will be back on the previous view details page with the listed additional links.



Active Quote List – Download Quote Submission Form link

This will display an enterable Quote Submission Form to fill out and send via email attachment, fax or postal service to the agency contact. It will give the guidelines on what information is required to submit a quote.

See next page for the example of form.



**State of Delaware
Executive Order 52 – Under Threshold Spend
Quote Submission Form**

Quote Number: **Quote Due Date:**

Description of Goods/Services:

Agency Information

Agency Contact Name:

Agency:

eMail:

Business Phone:

Vendor Information

Vendor Name:

Please Check One*:

Vendor Address:

Minority Owned

Vendor EIN:

*Required Field

Woman Owned

*Delaware law does not require vendors to report this information. Information will be used for data collection purposes only.

Vendor Contact:

Vendor Phone:

Dollar Amount:

Vendor eMail:

Time Estimate:

Quote Description:

Attach additional pages as necessary

(Signature)

(Date)

If you are the successful bidder and submitted your quote electronically, you will be required to place a live signature on this document.

Awarded Quote List

This option displays a list of quotes that have been awarded for services/commodities requested. These quotes are no longer listed on the Active Quote List and will remain on the awarded list for 30 days. This list is sorted by agency and includes such information as Quote #, Description of Services, Awardee vendor name(s), Award Date, Agency/division name and Details. The View link under the Details heading will allow access to additional links related to the awarded quote (see next page).

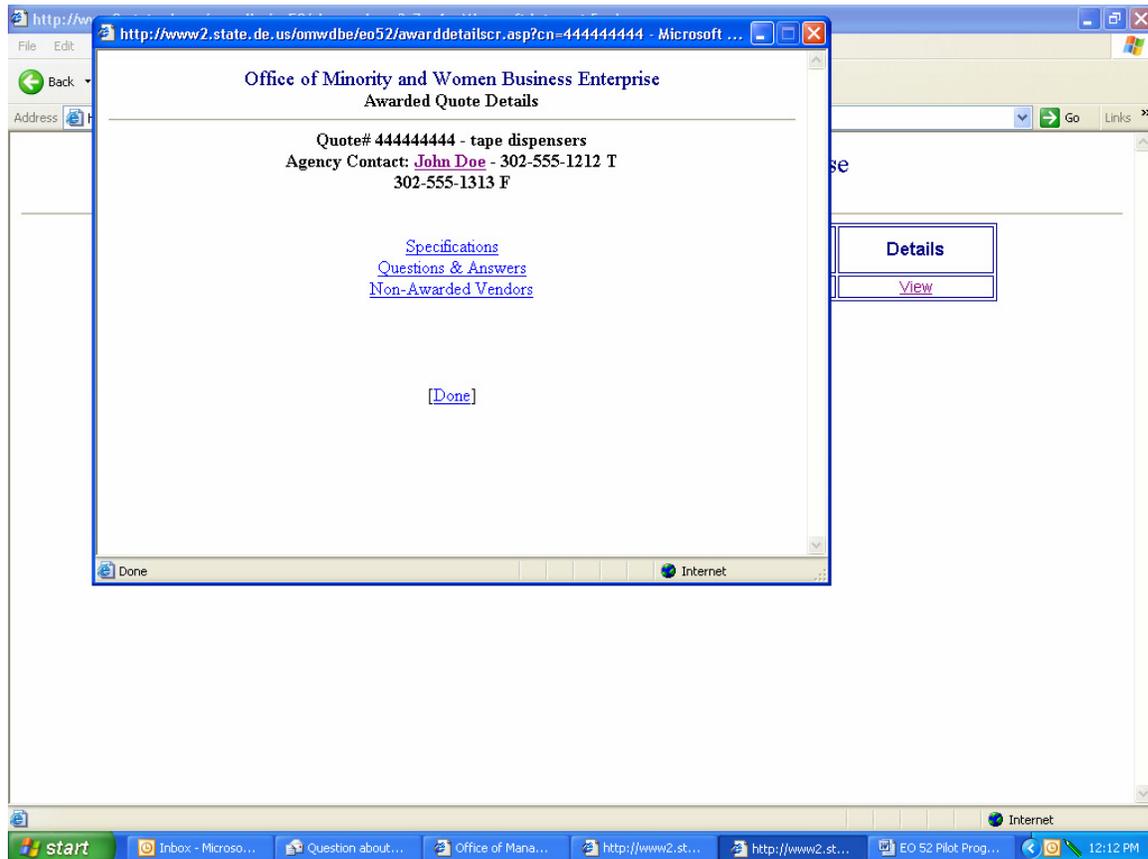
Office of Minority and Women Business Enterprise
Awarded Quote List

Quote #	Description of Services	Awardee	Award Date	Agency	Details
44444444	tape dispensers	Office Depot	6/15/06	OMB OMS Administration	View

[Home](#)

Awarded Quote List - View Details link

This will display additional links related to the awarded quote such as Specifications, Question & Answers and Non Awarded Vendors. The Quote # , description of the service and agency contact will be displayed on this page as well.



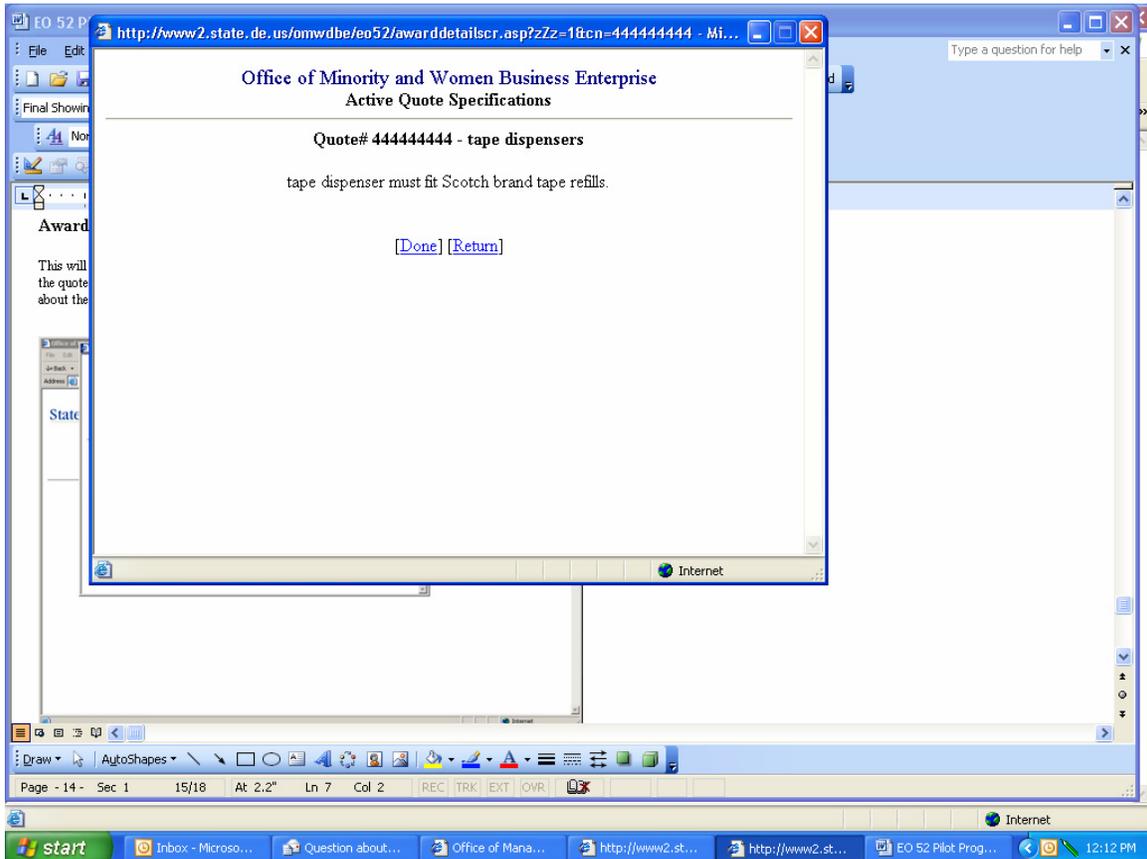
Specifications - View specific details about the service/commodity that was needed for the quote. Same information that is entered in Quote Specs at the time of quote entry and any updates added to the specs before the quote was awarded.

Questions & Answers – Displays a list of questions and answers that were asked about the quote selected. It also displays the quote #, description of service, date/time of posting and allows access to email a question to the contact.

Non Awarded Vendors – Displays a list of vendors who submitted a quote but were NOT awarded the service/commodity (see next page).

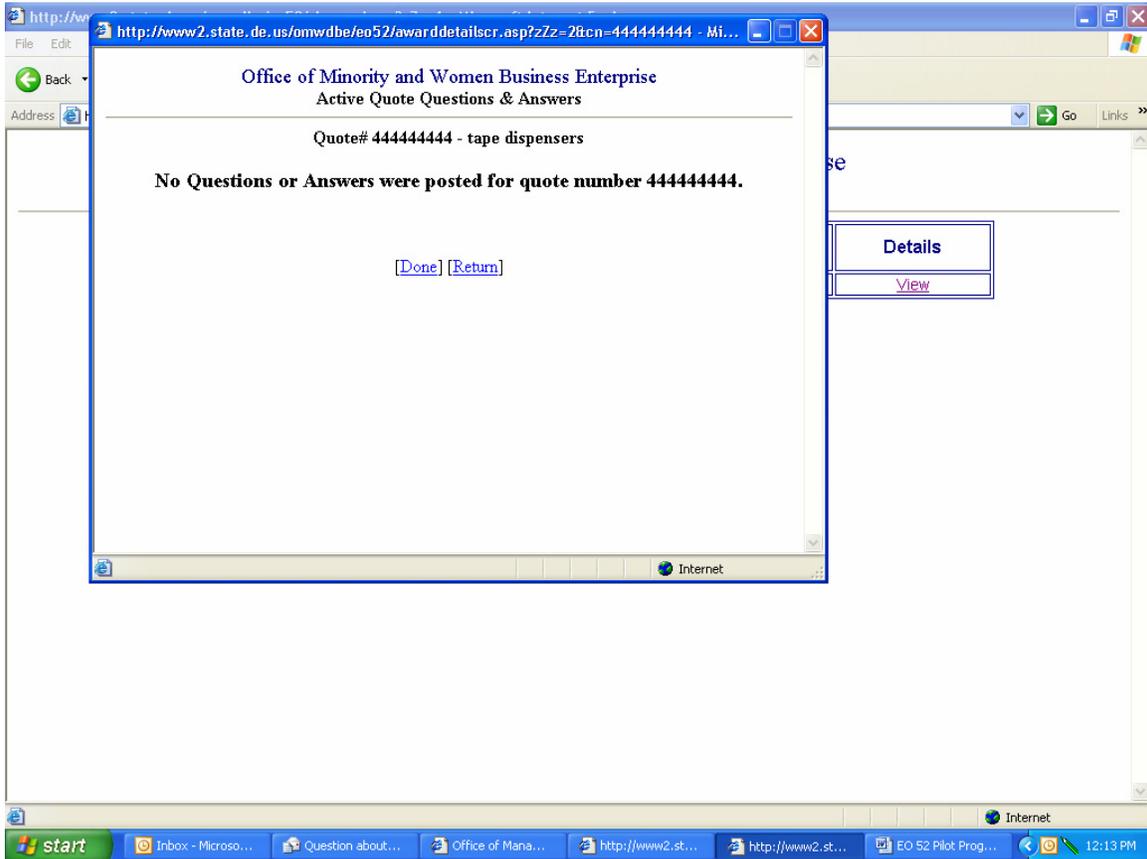
Awarded Quote List – Specifications link

This will display specific detailed information about the service/commodity that was needed for the quote. It includes the quote #, the description of the service and more detailed information about the quote that was requested.



Awarded Quote List – Questions and Answers link

This will display a list of questions and answers that were submitted about the quote selected. It also displays the quote #, description of service, date/time of posting. Done will close the screen and focus will be back on the Active Quote List. Return will close the screen and focus will be back on the previous view details page with the listed additional links.



Awarded Quote List – Non Awarded Vendors link

This will display a list of vendors who submitted the quote selected but did not receive the award for that quote. In the example below, no other vendors submitted a bid. It will also display the quote # and description of service for that quote. Done will close the screen and the focus will be back on the Awarded Quote List. Return will close the screen and focus will be back on the previous view details page with the listed additional links.

